

DDA SUPPORT FILE COPY

ADMINISTRATIVE - INTERNAL USE ONLY

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reallocation of Headquarters Compound Parking Permits

FROM:

EXTENSION

NO.

OL-10296-87

DATE

13 November 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Executive Assistant, OC

2. Support Officer, OF
1213 Key3. Chief, Support Staff,
OIT,

4. Executive Officer, OL

5. Executive Officer, OMS
1D4061 Hqs

6. Executive Officer, OP

7. Executive Officer, OS

8. Executive Officer, OTE
1016 CofC9. Chief, Career Manage-
ment Staff, DA10. Chief, Management
Staff, DA11. Special Support
Assistant to the DDA

12.

13.

14.

15.

As you will note from the attached memorandum from C/FMD/OL, population figures are requested for reallocating parking on the Headquarters compound. Please follow the directions contained therein and forward your figures to me by COB Friday, 27 November 1987. Thanks.

45-13

ADMINISTRATIVE - INTERNAL USE ONLY

6 NOV 1987

MEMORANDUM FOR: Executive Officer, DDA

STAT

FROM: Chief, Facilities Management Division,
Office of LogisticsSUBJECT: Reallocation of Headquarters Compound
Parking Permits

STAT

REFERENCE: Headquarters Notice

1. The Office of Logistics, Facilities Management Division (FMD/OL), is preparing for the reallocation of parking spaces on the Headquarters Compound for 1988. The previous reallocation at Headquarters was completed three years ago and many changes have occurred since that time. Due to the segmented construction schedule in both North and South Lots, the majority of the permits issued during 1986 were "temporary". Reallocation is necessary to ensure a fair and equitable distribution of all parking on the Compound. However, before we can proceed any further, specific data is required from Agency Components. In this regard, you are requested to provide the following information on the attached form:

a. The total authorized Agency Table of Organization by office and staff of your Directorate.

b. The number of Senior Intelligence Service (SIS) positions.

c. The number of staff employees (GS-15 and below). Do not include employees encumbering an approved SIS position in your total.

d. The number of handicapped employees as defined in Federal Property Management Regulation 101-20.111-2a Section 7(b)(1) which states that "severely handicapped Government employees for whom assigned parking spaces are necessary. These are employees so severely physically handicapped as to prohibit or make unreasonably difficult the use of public transportation."

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Justification for this priority will require certification by either an Agency medical unit, the Veterans' Administration, the Public Health Service, or by a private physician." In addition, a handicapped certificate must be obtained from the employee's State Department of Motor Vehicles. Handicapped Government employees for whom assigned parking spaces are necessary shall be given priority over all other employee parking. Non-handicapped drivers who provide transportation for severely handicapped employees will also be assigned handicapped parking spaces.

f. Shift employees (include working hours and maximum number of employees on a given shift).

g. The number of other employees not included on T/O (contract, consultant and part-time). Include all non-Agency employees who will require official parking (do not include Summer-only employees.)

h. The number of official vehicles on Component's TVA.

Your current authorized staffing complement, as of 1 October 1987, should be used for compiling the population figures for your Component.

2. Please submit a list of primary and alternate personnel authorized to approve carpool, medical/handicap, and temporary VIP applications. We must have a sample signature, mailing address, telephone extension and AIM userid for each individual on a separate 3 by 5 index card.

3. Concurrent with this reallocation the Parking Office will be verifying and organizing car/van pools for 1988. The Office of Logistics, Facilities Management Division, will provide statistics concerning participation by your employees. At this point, plans include issuance of a reserved space for carpools of three or more members. Carpools of two members only will receive a carpool area row permit. This current allocation will coincide with a more vigorous campaign to improve the Agency ridership ratio of 1.2 to 1.4 or better. Ridesharing will be encouraged by the issuance of preferred parking for van pools and for car pools.

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5. Please forward the information requested in the preceding paragraphs to FMD/OL, Room 3E41, Headquarters, on or before 30 November 1987. For additional information or assistance contact the Parking Coordinator, extension

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Attachment

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List the number of personnel located in the building who begin their normal work shift in the time frames indicated. Do not combine personnel from the different buildings on the same form but use separate sheets for each building.

TOTAL AUTHORIZED AGENCY TABLE OF ORGANIZATION BY OFFICE AND STAFF _____.

DIRECTORATE _____ COMPONENT _____

DATE _____

TIME FRAME	SIS-1 and up	GS-15	GS-14	GS-13	GS-12						Grand Total
						GS-11	GS-10 and below	* Handicap	** Others	Total	
0600-0730											
0731-0800											
0801-0830											
0831-0900											
0901-1200											
1201-1400											
1401-1600											
1601-2200											
2201-2330											
2331-0559											
TOTALS											

* Attach a separate sheet listing Handicapped employee's name, room number, building, extension and type of handicap. If employee uses a wheel chair, a walking apparatus, or wears any type of body brace, please indicate. A form will be forwarded to each Handicapped employee for certification by appropriate officials prior to issuance of permit.

** Include contract employees, consultants, assignees from other Agencies, and others who regularly spend 20 hours or more per week on duty.